

JOB DESCRIPTION: **ADMINISTRATIVE ASSISTANT I**DATE: **7/1/20**

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Public Health	CLASSIFICATION:	045
SUPERVISOR:	Public Health Director	SALARY RANGE:	23
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform advanced and specialized duties for the Public Health Department. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist Director in planning and coordinating department office operations and other special projects. Oversee operations of all office functions and make suggestions for improvement to the Director. Assist in development and implementation of policies and procedures affecting departmental operations and maintenance.

Perform a wide variety of administrative support duties for the Director and Supervisory Staff. Perform administrative and secretarial duties in support of the Department, including word processing, information compilation, operation of standard office equipment, maintaining files, processing mail, receiving/receipting and distributing fees and other monies, providing meeting support and answering telephones. Type and edit correspondence, memos, reports for department. Receive, process and secure confidential health documents.

Assist other departmental personnel in the performance of their duties as workload and/or staffing requirements dictate, including the following programs: Communicable Disease Prevention and Control; Environmental Health; Health Promotion; Assessment and Epidemiology; Public Health Emergency Preparedness; and Access to Clinical Preventive Services.

Assist Director in preparation of annual department budget. Monitor fiscal operation of department and report to the Director with recommendations to remain within budgetary constraints. Assist in the preparation of annual estimated personnel, supplies and equipment needs/costs.

Prepare various financial reports on a quarterly and annual basis, including statistical figures for budget preparation and grant reporting to state agencies.

Prepare invoices for reimbursement and pay invoices received. Post and balance cash receipts to journals. Maintain various accounts for the department.

Process permit applications and monitor the review process. Review applications for completion and accuracy. Collect appropriate fees and issue receipts. Notify applicants regarding action taken on their application. Serve as clerk for Environmental Health, including food, pool and lodging licensing, onsite wastewater and small drinking water systems. Prepare files for Environmental Health Specialists and keep records of permits and licensed facilities. Issue various licenses obtainable through the Public Health Department.

Attend various meetings and prepare minutes. Prepare, publish and post public notices.

Research and locate documents for the public and/or assist the public in locating and researching records. Make copies as requested.

Answer phones, greet customers and direct inquiries to appropriate area. Assist in maintaining the Department website/social media with notices, events and information. Post content to department's

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webpage and social media accounts. Respond to inquiries from the general public, other departments and agencies, and licensed facilities. Explain policies and procedures.

Order supplies and equipment and keep accurate records of inventory.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a normal responsibility assigned to this position. May be involved in the training and orientation of other departmental personnel.

SUPERVISION RECEIVED: Work under the general supervision of the Director who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate's degree in a related field plus at least two years' experience in finance, accounting and bookkeeping. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of office practices, procedures, elementary accounting, and arithmetic. Knowledge of administrative principles associated with budgeting, program planning, project management and contract management. Advanced knowledge of the use of computers and business software, such as spreadsheets, database, word processing and skill in the accurate use of these programs.

Ability to process financial data with consistent accuracy. Ability to communicate professionally and effectively in both written and oral form. Ability to identify confidential issues and maintain the appropriate level of confidentiality. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to respectfully meet requests for information and task completion from a diverse clientele in a timely manner. Ability to maintain cooperative and effective working relationships with contractors, fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.